



## Partnerships in Planning

Who will be the person or people responsible for leading each step of planning and implementation?

Use this checklist as a planning document within your program to ensure that all essential planning and implementation details are covered.

### PluggedInVA Planning and Implementation Checklist

<b>Planning / Program Development</b>			
<b>Research on Labor Markets, Occupational Training, and Educational Services</b>	<b>Agency/ Organization Responsible</b>	<b>Primary Contact Person</b>	<b>Date(s)</b>
<input type="checkbox"/> Identify local employment trends <input type="checkbox"/> Identify job and training requirements			
<input type="checkbox"/> Identify PluggedInVA staff and responsibilities <input type="checkbox"/> Identify potential financial resources and funding <input type="checkbox"/> Define expected outcomes and data to be collected			
<b>Partnerships</b>	<b>Agency/ Organization Responsible</b>	<b>Primary Contact Person</b>	<b>Date(s)</b>
<input type="checkbox"/> Identify partners <input type="checkbox"/> Discuss plan with potential partners			

<input type="checkbox"/> Define partner and staff roles, responsibilities, and contributions <input type="checkbox"/> With partners, decide what data each can contribute for evaluation <input type="checkbox"/> Create a project timeline <input type="checkbox"/> Develop a memorandum of understanding among partners			
<b>Curriculum Development</b>	<b>Agency/ Organization Responsible</b>	<b>Primary Contact Person</b>	<b>Date(s)</b>
<input type="checkbox"/> Research skills and knowledge necessary for entry-level employment in targeted high-demand occupations <input type="checkbox"/> Collaborate with postsecondary institution to plan curriculum <input type="checkbox"/> Design plan for co-enrollment <input type="checkbox"/> Draft learner timeline <input type="checkbox"/> Develop curriculum using the IET Blueprint <input type="checkbox"/> Plan for the capstone project <input type="checkbox"/> Develop rubrics to assess progress for professional soft skills and capstone projects <input type="checkbox"/> Develop weekly instructional schedule <input type="checkbox"/> Train instructors in curriculum and assessments			
<b>Student Recruitment</b>	<b>Agency/ Organization Responsible</b>	<b>Primary Contact Person</b>	<b>Date(s)</b>
<input type="checkbox"/> Establish admission criteria <input type="checkbox"/> Create admission forms <input type="checkbox"/> Develop admissions process and orientation <input type="checkbox"/> Develop and execute recruitment plan			
<b>Implementation</b>			

<b>Instruction</b>	<b>Agency/ Organization Responsible</b>	<b>Primary Contact Person</b>	<b>Date(s)</b>
<input type="checkbox"/> Maintain ongoing instructor collaboration <input type="checkbox"/> Conduct instructor observations and provide feedback <input type="checkbox"/> Establish and maintain peer cohorts <input type="checkbox"/> Incorporate mini-capstones and information challenges into instruction <input type="checkbox"/> Explicitly include professional soft skills instruction <input type="checkbox"/> Focus on digital literacy instruction <input type="checkbox"/> Develop a student persistence plan with students <input type="checkbox"/> Plan for capstone work and schedule presentation			
<b>Advising and Counseling</b>	<b>Agency/ Organization Responsible</b>	<b>Primary Contact Person</b>	<b>Date(s)</b>
<input type="checkbox"/> Provide for consistent career coaching <input type="checkbox"/> Provide for postsecondary advising and co-enrollment			
<b>Program Administration</b>	<b>Agency/ Organization Responsible</b>	<b>Primary Contact Person</b>	<b>Date(s)</b>
<input type="checkbox"/> Attend regular professional development <input type="checkbox"/> Oversee fiscal management <input type="checkbox"/> Oversee data collection and reporting <input type="checkbox"/> Report outcomes to all partners and funders			
<b>Evaluation</b>	<b>Agency/ Organization Responsible</b>	<b>Primary Contact Person</b>	<b>Date(s)</b>
<input type="checkbox"/> Analyze data collected by partners <input type="checkbox"/> Identify gaps in performance targets <input type="checkbox"/> Draft plan for revision			

